

## **A.4.0**

### **Non-Financial Eligibility**

---

#### **General**

This section identifies eligibility factors, not monetary in nature, and the documentation or verification required by CMS.

When a CMS case is established using the CMS IT system, all documentation and verifications used to determine eligibility to and level of coverage within the CMS Program, including CMS forms completed by the patient and eligibility staff, must be imaged and saved into the CMS IT system.

---

## A.4.1

### Identity

---

#### A. U.S. Citizens

To verify identity, a document must:

- Be listed as acceptable in Appendix C; **AND**
- Contain sufficient identifying information that relates to the person named on the document. This may include a combination of any of the following (not an all inclusive list):
  - Photograph of the applicant or beneficiary (preferred)
  - Name
  - Age
  - Sex
  - Race
  - Height
  - Weight
  - Eye Color

**Note:** U.S. Citizens who are required to apply for Medi-Cal will need to provide original documents.

---

#### B. Non-Citizens

May verify their identity by presenting any one of the items listed below:

- 1) California Driver's License, California Identification Card or photo ID,
- 2) United States citizenship or Alien Status document,
- 3) Birth certificate,
- 4) School Identification card,
- 5) A Social Security Card or document containing a Social Security Number,
- 6) Marriage record,
- 7) Work badge or building pass,
- 8) Church membership or baptism/confirmation record,
- 9) Divorce decree,
- 10) Adoption record, or
- 11) Court order for a name change.

**Note:** Expired documents are acceptable evidence of identity.

---

## A.4.2

### Residence

---

#### A. Definition

Applicants must reside and maintain their principal residence in San Diego County.

- 1) Principal residence is not restricted to a building, boat, car, mobile home, etc. It includes the place where the applicant normally lives even if it is in a park, public restroom, airport lounge, or under a bridge. A fixed address is not required.
- 2) County residence shall be established by either of the following as long as verification requirements are met:
  - a) Physical presence in the County, unless the applicant maintains a principal residence for himself or herself outside the County; or
  - b) Living in the County at the time of application, not receiving medical assistance from another county, state, or country, and having entered the County with a job commitment or to seek employment, whether or not currently employed.
- 3) County residence continues until residence is established in another county. Unless there is evidence to the contrary, County residence ends when a beneficiary leaves the County and does any of the following:
  - a) Purchases, leases or rents a residence.
  - b) Becomes employed.
  - c) Applies for aid in another county.

---

#### B. Temporary Absence from San Diego County

- 1) Residence is not affected by temporary absence from the County of 60 days or less. An absence of 60 days or less is presumed to be a temporary absence unless there is evidence to the contrary.
- 2) Absence from the County for more than 60 days is presumptive evidence of the beneficiary's intent to change residence unless the beneficiary declares in writing an intent to return to San Diego County but is unable to do so because of illness or emergency circumstances.

---

#### C. Verification

Any one of the items below are acceptable residency verifications for CMS:

- 1) A current and valid drivers license or identification card, issued by the California Department of Motor Vehicles in the applicant's name listing a San Diego County address.
- 2) A current and valid California vehicle registration in the applicant's name listing a San Diego County address.
- 3) Evidence that the applicant has enrolled his or her children in a school in San Diego County.
- 4) Voter Registration Document.
- 5) A current San Diego County rent/mortgage receipt or utility bill in the applicant's name.
- 6) Residency of an applicant living with his/her spouse may be verified using documents which identify the spouse, whether or not the spouse is applying for CMS.
- 7) If the applicant is unable to provide one of the above specified documents, the worker can consider "other evidence." Other evidence includes, but not limited to, evidence provided by an agency located in San Diego County that supports finding that the applicant is a resident of San Diego (i.e. affidavit from a homeless shelter or court documents).

A sworn statement from the applicant or any other person is not acceptable verification of residency.

---

### A.4.3

## Citizenship

### General

All applicants claiming U.S. citizenship must present satisfactory **evidence of citizenship**.

### A. Definitions

There are five categories of U.S. citizenship/national status:

Category	Definition
Natural Citizenship	Persons born in one of the fifty United States or the District of Columbia (D.C.)
	Persons born in the following areas (collectively Naturalized Citizens) are treated the same as U.S. citizens for CMS purposes If conditions specified in Appendix D are met. <ul style="list-style-type: none"><li>• American Samoa</li><li>• Swain's Island</li><li>• Puerto Rico (DOB on or after 1/13/1941)</li><li>• Guam (DOB on or after 4/10/1899)</li><li>• U.S. Virgin Islands (St. John, St. Croix, and St. Thomas)</li><li>• Northern Mariana Islands</li></ul>
United States Nationals	Persons who owe permanent allegiance to the U.S. and may enter and work in the U.S. without restriction. The following are the only persons classified as U.S. nationals: <ul style="list-style-type: none"><li>• Persons born in American Samoa or Swain's Island after December 24, 1952</li><li>• Residents of the Northern Mariana Islands who did not elect to become U.S. citizens</li></ul>
Acquired Citizenship	Citizenship conferred at birth on children born abroad to U.S. citizen parents. See MPG Article A, Appendix B.
Derivative Citizenship	Citizenship conveyed to children through the naturalization of one or both parents, proved they were naturalized prior to the child's eighteenth birthday.
	Citizenship conveyed to foreign-born children adopted by U.S. citizen parents provided certain conditions are met.
Naturalized Citizenship	Citizenship obtained through the naturalization process by persons who were born abroad. Many

	<p>conditions must be met before a person may obtain U.S. citizenship through this process, including:</p> <ul style="list-style-type: none"> <li>• Legal permanent resident status for at least five years, or</li> <li>• Marriage to a U.S. citizen for at least three years.</li> </ul>
--	--

In addition to the above citizen categories, Immigration and Customs Enforcement (ICE) also recognizes the following:

<b>Category</b>	<b>Description</b>
Compact of Free Association Act of 1985	In accordance with the Compact of Free Association Act of 1985, citizens of the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (MIS) may live, work or study in the U.S. without restrictions. They may also qualify for full-scope Medi-Cal benefits if otherwise eligible. As proof that they are citizens of independent nations “freely associated” with the U.S., these “permanent non-immigrants” must present Arrival-Departure Records (Form I-94) annotated either CFA/FSM or CFA/MIS.
Foreign Nationals (No Compact of Free Association)	Citizens of the non-associated Republic of Palau (Koror and adjacent islands) do not qualify for full-scope Medi-Cal benefits because they are neither U.S. citizens nor permanent non-immigrants. By voting to reject free association with the U.S., they gave up any right to special status and are thus treated as nationals of a foreign country for immigration purposes. If otherwise eligible, they may be granted restricted benefits.
American Indians Born in Canada	<p>American Indians born in Canada have the right to freely enter and reside in the U.S. provided that they are at least one-half American Indian ancestry. These persons may qualify for full-scope Medi-Cal benefits if otherwise eligible. Spouses or children of Canadian-born Indians and individuals whose membership in an Indian tribe or family is created by adoption, may not qualify for this special Immigration status unless they are at least fifty percent American Indian Ancestry.</p> <p>Membership in this class may be established by presenting any of the following documents:</p> <ul style="list-style-type: none"> <li>• Birth or baptismal certificates issued on a reservation</li> <li>• Tribal records</li> </ul>

	<ul style="list-style-type: none"> <li>• Letters from the Canadian Department of Indian Affairs</li> <li>• School records</li> </ul>
--	--

---

**B.  
Panama Canal  
Zone**

The Panama Canal Zone is not a U.S. Territory. Applicants born in the Panama Canal Zone must present a Naturalization Certificate or verification of acquired or derived citizenship.

---

**C.  
Evidence of  
Citizenship**

Copies of documents are acceptable as evidence of citizenship for CMS. When the original documents presented are determined to be acceptable proof of citizenship and identity, the worker is not required to complete form DHCS 0005 but are required to complete the Proof of Acceptable Citizenship or Identity Documents form DHCS 0011 for each document.

If applicant is required to apply for Medi-Cal, then the documents must be originals or copies certified by the issuing agency. Uncertified copies or notarized copies may not be accepted. The applicant must comply with Medi-Cal requirements to receive full scope benefits. If the applicant does not comply with Medi-Cal requirements and receives limited Medi-Cal benefits the applicants CMS will not be recertified.

Effective 04/21/08, U.S. citizens/nationals may not receive CMS benefits if unable to provide satisfactory evidence of citizenship. Once satisfactory evidence of citizenship is provided, it does not need to be provided again.

MPG Letter #664 (3/09)

---

**D.  
Citizenship  
Documents**

Federal guidelines provide a ranking of acceptable evidence for documenting citizenship, ranging from most to least reliable. Applicants and beneficiaries are required to provide the most reliable documents they have.

<b>Detailed Description of Acceptable Citizenship Documents Primary Documents</b>	
These are documents of the highest reliability and conclusively which establishes that an individual is a U.S. citizen.	
<b>Note:</b> When an applicant or beneficiary provides one of these documents separate evidence of identity is not required.	
<b>Citizenship Document</b>	<b>Explanation</b>
United States Passport issued without limitation.	<p>Issued by the Department of State. An expired U.S. passport may be accepted as evidence of U.S. citizenship, as long as it was originally issued without limitation. A U.S. passport card issued without limitation is equivalent to a passport book.</p> <p><b>Note:</b> Spouses and children were sometimes included on one passport through 1980. The citizenship and identity of the included person can be established when one of these passports is presented.</p>
Certificate of Naturalization (Form N-550 or N-570)	Issued by Department of Health Services (DHS). Prior to 1991 issued by Federal and State Courts.
Certificate of U.S. Citizenship (Form N-560 or N-561)	Issued by Department of Health Services (DHS) to individuals who derive citizenship through a parent.
<b>Second Level Documents</b>	
When primary evidence of citizenship is not available, the following documents can be used as evidence of citizenship. <b>When an applicant or beneficiary provides one of these documents, separate evidence of identity is required.</b>	
<p>U.S. Public Birth Certificate issued before age five and showing birth in:</p> <ul style="list-style-type: none"><li>• One of the 50 United States</li><li>• District of Columbia</li><li>• American Samoa</li><li>• Swain's Island</li></ul>	



<ul style="list-style-type: none"> <li>• Puerto Rico (DOB on or after 1/13/41)</li> <li>• U.S. Virgin Islands (DOB on or after 1/17/17)</li> <li>• Northern Marian Islands (DOB after 11/4/86, NMI local time)</li> <li>• Guam (DOB on or after 4/10/1899)</li> </ul> <p><b>Note: Persons born in the U.S. to foreign sovereigns or diplomatic officers are NOT U.S. citizens unless citizenship status was acquired through either the derived or naturalized citizenship process.</b></p>
Department of Health Care Services Birth Record Data Match if born in California
Certification of Report of Birth (DS-1350)
Certification of Birth issued by the Department of State (Form FS-545 or DS-1350)
Report of Birth Abroad of a U.S. Citizen (FS-240)
U.S. Citizen I.D. Card (Form I-197 or I-179)
American Indian Card (I-872)
Northern Mariana Identification Card (I-873)
Final Adoption Decree showing U.S. place of birth
Evidence of civil service employment by U.S. Government showing employment before 6/1/76
U.S. Military Record showing U.S. place of birth
<p><b>SAVE ** CMS is NOT a program supported by CalWIN. CMS workers do NOT have access to the SAVE automated system initiated through CalWIN for CMS applicants/beneficiaries.</b></p> <p><b>Note:</b> If a worker is processing a CMS/Medi-Cal combo case, the worker may generate a SAVE to verify the current status of immigrants who claim to be a U.S. citizen if they have an A-number. The documentation of SAVE requested for the Medi-Cal case can be used for CMS to meet the verification requirement for naturalized citizenship.</p>
Proof of Adoption under the Child Citizenship Act of 2000
<p style="text-align: center;"><b>Third Level Documents</b></p> <p><b>These documents are of lesser reliability. They are to be used when evidence of highest reliability is not available <u>and</u> the applicant or beneficiary declares birth in the U.S.</b></p>
<p>Life, health or other insurance record meeting all of the following conditions:</p> <ul style="list-style-type: none"> <li>• Shows U.S. place of birth; AND</li> <li>• Created at least 5 years before the initial CMS application date, unless the applicant is under the age of five.</li> </ul>
<p>Early school records containing all of the following information:</p> <ul style="list-style-type: none"> <li>• Name of the child;</li> <li>• Date of admission to the school;</li> </ul>

<ul style="list-style-type: none"> <li>• Date of birth of the child;</li> <li>• U.S. place of birth for child; AND</li> <li>• Name and place of the birth of the child's parent.</li> </ul>	
<p>Religious records recorded in the U.S. within three months must show that the:</p> <ul style="list-style-type: none"> <li>• Birth occurred in the U.S; AND</li> <li>• Date of birth or the individual's age at the time the record was made.</li> </ul>	
<p>Extract of a Hospital record on hospital letterhead:</p> <ul style="list-style-type: none"> <li>• Must have been created five years before the initial application date and indicate a U.S. place of birth.</li> <li>• Must be on hospital letterhead, signed, and reference hospital medical records.</li> </ul>	
<b>Fourth Level Documents</b>	
<p>Federal or State census record showing U.S. citizenship or a U.S. place of birth and applicant's age. (Generally for persons born 1900-1950)</p>	
Seneca Indian tribal census record;	<p>Acceptable only if all of the following conditions are met:</p> <ul style="list-style-type: none"> <li>• Shows U.S. place of birth; AND</li> <li>• Was created at least 5 years before the initial Medi-Cal application date, unless the applicant is under the age of five.</li> </ul>
Bureau of Indian Affairs tribal census record of the Navaho Indians;	
Amended U.S. public birth record, amended more than 5 years after the person's birth	
Medical (clinic, doctor or hospital) record – Excluding immunization records	
Statement signed by the physician or midwife who was in attendance at time of birth	
Institutional admission papers from a nursing facility, skilled care facility or other institution	
Medical records and Affidavit	Must be medical official record for affidavit see below.
<p>Written Affidavit as Evidence of Citizenship:</p> <p>Affidavits to establish U.S. citizenship/national status may only be used when no other acceptable documentary evidence of citizenship is available. This level of evidence is used <b>only</b> when the applicant/beneficiary declares birth in the U.S., primary evidence is not available, and both secondary and tertiary evidence does not exist and cannot be obtained.</p> <p>When using an affidavit as evidence of citizenship:</p>	

- The affidavit(s) must be signed under penalty of perjury by at least two individuals who have personal knowledge of the event(s) establishing the claim of citizenship by applicant or beneficiary.
- At least one of the individuals providing an affidavit must not be related to the applicant or beneficiary who is the subject of the affidavit.
- The individuals making the affidavit(s) must provide their own citizenship and identity documentation (i.e., must be a U.S. citizen/national).
- If the affidavits do not explain why other evidence is unavailable, an additional affidavit signed by the applicant or beneficiary which includes the information must be obtained.
- The applicant or beneficiary and the individuals making the affidavit must provide acceptable evidence of identity.

MPG Letter #664 (3/09)

#### **E. Document Handling**

- 1) This form is to be used **only** when an individual presents original documents.

Proof of Acceptable Citizenship or Identity Documents (DHCS 0011) form. When a worker determines the submitted documents are acceptable proof of citizenship and identity, they must complete the Proof of Acceptable Citizenship or Identity Document form. It may only be completed by an eligibility worker. A separate form must be completed for each document provided. The worker will attach the original DHCS 0011 form with the copy of the document, and will give a copy of the form to the applicant/beneficiary either during an office visit or by mail. The applicant/beneficiary may show this form as proof that citizenship or identity documentation was submitted and determined acceptable.

The case file must contain a DHCS 0011 for each acceptable document that is received. A copy of the DHCS 0006 and 0007 is also required if the 2 forms were sent to the applicant/beneficiary to request information.

Workers will maintain copies of documents submitted as evidence of citizenship in the case file and notate the date and means by which the original document(s) is returned (i.e., Certificate of Naturalization returned to John Doe by mail 01/01/06).

- 2) Additional forms

The Proof of Citizenship or Identity Needed (DHCS 0006) form is

sent to beneficiaries explaining which citizenship documents are required to be sent along with the Acceptable Citizenship and Identity Documents form (DHCS 0007) when documents are not on file.

**Note:** Older versions of the Certificate of Naturalization/Citizenship from INS advise the holder not to photocopy them. The U.S. Citizenship and Immigration Services (USCIS) now PERMITS photocopying these documents if done for lawful purposes.

MPG Letter #664 (3/09)

---

**F.  
FQHC  
Document  
Handling**

This process will be followed at the Federally Qualified Health Center (FQHC) and Disproportionate Share Hospital (DSH) locations when viewing original documents:

- View and photocopy citizenship and identity documents that are originals or copies certified by the issuing agency.
  - Complete and sign a separate copy of the “Receipt for Citizenship or Identity Documentation” (DHCS 0005) for each citizenship or identity document provided by the applicant/beneficiary.
  - Include contact information on the form identifying the FQHC or DSH and the staff person who viewed the document.
  - Attach an original signed Receipt of Citizenship or Identity Documentation form to a copy of each citizenship or identity document and transmit them to the appropriate county office.
  - Promptly return the original documents to the applicant/beneficiary.
  - Provide the applicant or beneficiary with a copy of each Receipt of Citizenship or Identity Documentation form DHCS 0005.
-

## A.4.4

### Alien Status

<b>General</b>	Medi-Cal and CMS rules for aliens are different. This section contains CMS policy for eligible aliens and the specific Immigration status and documentation required to receive CMS benefits. On March 1, 2003, Immigration and Naturalization Services (INS) became a department of the U.S. Department of Homeland Security and was renamed the Bureau of Citizenship and Immigration Services (BCIS). In November 2003, the name was changed again to U.S. Citizenship and Immigration Services (USCIS).
<b>A. Scope of Services</b>	Medi-Cal provides beneficiaries with either full scope or restricted benefits based on the alien status of the beneficiary. CMS does not. All aliens who meet the eligibility requirements for CMS receive the same scope of services as all other CMS beneficiaries with the exception of some IRCA aliens as described in Item E.3.
<b>B. MC-13 Form</b>	CMS does not use the MC-13 form.
<b>C. I-688B USCIS Document</b>	The I-688B is issued to aliens who have been granted permission to work in the U.S. The I-688B by itself is <b>NOT</b> evidence of legal status and does <b>NOT</b> provide adequate verification for CMS eligibility. However, it does provide the provision of law that allows the alien to work, which may indicate how the alien entered the country. Some of the alien categories listed on the tables in Item E below shows the provisions of law that have been identified to be on the I-688B issued for a specific status.
<b>D. Ineligible Aliens</b>	Aliens who do not have the specific USCIS status <b>AND</b> documents listed in item E below are <b>NOT</b> eligible to CMS. This includes aliens who have a change of status and no longer meet the eligible alien criteria for the CMS Program and those with expired documents. <b>CMS must never be certified beyond the expiration date of the document.</b>
<b>E. Eligible Aliens</b>	Below are tables that list the USCIS alien status and documents required for the CMS Program.

**ALERT:** USCIS uses many of the forms for purposes other than what is listed in the tables below. The status or the terminology may appear similar on other forms. However, only the forms with the status, notation and codes exactly as described are acceptable verification for CMS.

1) Legal Permanent Resident Alien (LPR)

Definition: Lawful Permanent Residents (LPR) are noncitizens who are lawfully admitted for permanent residence by USCIS. These noncitizens may also have entered the country with an immigrant visa or adjusted their status after entering as a non immigrant, refugee, or asylee.

Rule: Aliens with verified LPR status are eligible for CMS. Only the USCIS status, documents and codes listed below are acceptable verification for CMS.

USCIS Status	USCIS Documents	USCIS Codes/ Section/Notation	Issued For This Period Of Time
Legal Permanent Resident	I-551	There are numerous codes, all are valid; Older version of card has no expiration date and is acceptable as verification.	10-years; must not be expired.
	I-151	There are numerous codes, all are valid.	Has no expiration date.
	I-94	"Processed for I-551. Temporary evidence of lawful admission for permanent residence valid until _____".	Varies; must not be expired.
	Foreign Passport	Visa stamp that verifies temporary evidence of LPR status.	

	I-327	Reentry Permit is given to an LPR when traveling outside of the U.S. for an extended period of time.	Good one year from issue date.
	AR-3/AR-3a	There are numerous codes, all are valid; Older version of I-551 issued between 1941 and 1949 is acceptable as verification.	Has no expiration date.

## 2) Conditional Permanent Resident (CPR)

**Definition:** An alien granted a **two-year period** of conditional permanent resident status based on a “qualifying” marriage to a U.S. citizen or national or lawful permanent resident. Children of a U.S. citizen, national or lawful permanent resident may also have this status. The conditional status expires after two years. It is the responsibility of the CPR to obtain new immigration status from USCIS.

**Rule:** Aliens who have “CPR” status are eligible for CMS benefits until the expiration date. Expired CPR documents cannot be accepted as evidence of eligible alien status for CMS. Only the USCIS status, documents and codes listed below are acceptable verification for CMS.

USCIS Status	USCIS Documents	USCIS Codes/ Section/Notation	Issued For This Period Of Time
Conditional Permanent Resident (CPR)  This status is identified by the two-year expiration date on the I-551	I-551	There are numerous codes, all are valid.	2 years and must not be expired.
	I-94	Notation that verifies temporary evidence of the CPR admitted status.	Cannot exceed 1 year from issue date; must not be expired.

	Foreign Passport	Stamp/notation that verifies temporary evidence of the CPR admitted status.	
<b>NOTE: Review documents carefully and do not confuse with LPR status.</b>			

### 3) IRCA Amnesty Alien

Definition: Unauthorized or illegal aliens who were given the opportunity to legalize their immigration status. The Immigration Reform and Control Act (IRCA) was enacted in 1986 to grant certain individual's amnesty. The IRCA Amnesty program has ended. However, there are still IRCA individuals whose USCIS status has not been resolved.

Rule: IRCA Amnesty aliens granted temporary resident status who meets the eligibility requirements are entitled to CMS. Only the USCIS status, documents and codes listed below are acceptable verification for CMS.

<b>USCIS Status</b>	<b>USCIS Documents</b>	<b>USCIS Codes/ Section/Notation</b>	<b>Issued For This Period Of Time</b>
Amnesty: Temporary Resident	I-688 that is current and valid and has unexpired extension dates	Sections: 210, 210A, 245A	Varies; must not be expired.
Amnesty: Legal Permanent Residence	I-551	S16, S26, W-16, W-26, W36, Ch6, 01M, MP5	

**MEDI-CAL LINKAGE EXCEPTION:** IRCA amnesty aliens who have Medi-Cal linkage, but due to their amnesty status are only entitled to restricted Medi-Cal benefits, may also be eligible to CMS to cover services that are unrelated to a pregnancy or an emergency if all other CMS eligibility requirements are met. The worker must enter the Medi-Cal effective date and case number on the CMS enrollment form and write, **“Non-Emergency Services Only”** in the comment section of the form **AND** on the CMS card. The CMS-4 enrollment form will be marked A-A for the status code.



4) Other Eligible Alien Categories

a) **Asylees:**

Definition: A person who has been granted asylum under Section 208 of the INA. These individuals will have a letter with a written decision from USCIS or an immigration judge that states asylum has **been granted**. Not all letters are the same but must specifically state that asylum has been granted.

Rule: Individuals **granted** asylum are entitled to CMS if otherwise eligible. Only the USCIS status and documents with the USCIS codes listed below are acceptable verification for CMS. If asylum has been applied for, but not yet granted, the individual is not eligible for CMS.

USCIS Status	USCIS Documents	USCIS Codes/ Section/Notation	Issued For This Period Of Time
Alien <b>granted</b> asylum	1-94 annotated: →	Asylum granted per Section 208 of the INA.	Documents must not be expired.
	A letter from USCIS or an immigration judge.	States asylum has been granted.	
	I-766 annotated: → <b>AND</b> additional USCIS verification/docu ments as listed above.	“A5”	
	1-688B annotated: → <b>AND</b> additional USCIS verification/docu ments as listed above.	Provision of law: 274a.12(a)(5)	
<b>NOTE: Individuals granted asylum are eligible for RCA eight months from date of entry into the U.S., they are not eligible for CMS during this period.</b>			

b) **Deportation Categories:**

Definition: Aliens who would otherwise be deported but are allowed to stay for any of the following reasons:

Granted an **“Indefinite Stay of Deportation”** due to humanitarian reasons.

Granted a **“Stay of Deportation”** for a specified Period by court order, statute or regulation, or by Individual determination of USCIS in accordance with INA Section 106.

Granted **“Suspension of Deportation”** in Accordance with INA Section 244.

**“Withholding of Deportation/Cancellation of Removal”** status is granted to aliens who can prove they would be prosecuted if returned to their country.

Rule: For CMS, all the Deportation categories listed above must be **granted for a period of one year or more or an indefinite period**. Persons granted less than one year are not eligible for CMS. Only the USCIS status and documents listed below are acceptable verification for CMS.

USCIS Status	USCIS Documents	USCIS Codes/ Section/Notation	Issued For This Period Of Time
Granted Indefinite Stay of Deportation Due to Humanitarian Reasons.	I-94	Must state “Indefinite Stay of Deportation”.	Indefinite.
	Letter from USCIS or Order from an USCIS administrative law judge.		
Granted Stay of Deportation for a Specified Period.	I-94	INA Section 106 Must state “Stay of Deportation”.	Must specify a period of one year or more AND not be expired.
	Letter from USCIS or Order from an USCIS administrative law judge.		

Granted Suspension of Deportation in Accordance with Section 244.	Letter from USCIS or Order from an USCIS administrative law judge.	Must state granted “Suspension of Deportation” in accordance with Section 244.	
Granted Withholding of Deportation.  Cancellation of Removal.	Court order from immigration judge.	Must show deportation with- held or cancel- lation of removal under Section 243(h) or 241(b)(3).	
	I-766 annotated → <b>AND</b> Court Order from immigration judge.	“A10”	
	I-688B annotated → <b>AND</b> additional USCIS verification/do cuments as listed above.	Provision of law: 274.12(a)(10)	
<b>NOTE: USCIS uses the above documents for other purposes and status than those listed above. Review and ensure they contain the information exactly as stated above.</b>			

c) **Memorandum of Creation of Record of Lawful Permanent Residence:**

Definition: A notification letter from USCIS issued when an alien has applied for or has been granted permanent LPR status. The I-181a is issued when an alien's request for adjustment to LPR status is received. The I-181b is issued when LPR status is granted. This is a temporary identification document. The individual should receive a permanent I-551 within one year.

Rule: Only those aliens who have an I-181b that specifically states LPR has been granted are entitled to CMS. Only the USCIS status and documents listed below are acceptable verification for CMS.

USCIS Status	USCIS Documents	USCIS Codes/ Section/Notation	Issued For This Period Of Time
Lawful Permanent Residence	I-181b	Specifically states LPR status has been granted.	Document is good for one year from issue date unless there is a USCIS extension annotated.
<b>NOTE: If document is over one year old, applicant must write an explanation why I-551 has not been received and provide additional USCIS verification that status is still valid.</b>			

d) **Order of Supervision (INA Section 242):**

Definition: Aliens found deportable who are not likely to actually be expelled because of their age, physical condition, humanitarian concerns or the availability of a country that will accept them.

Rule: Only the USCIS status and documents listed below are acceptable verification for CMS.

**NOTE: When certifying CMS, do NOT certify beyond the next reporting date, which is considered the expiration date of the document.**

USCIS Status	USCIS Documents	USCIS Codes/ Section/ Notation	Issued For This Period Of Time
<b>ORDER OF SUPERVISION</b>  I-220B is only issued for this purpose.	I-220B <b>AND</b> the hand-written attachment with entries made by USCIS officers that show individual has been meeting reporting	INA Section 242.  If code does not appear on I-220B form, it is still a valid verification.	<b>**Handwritten</b> attachment's last entry will always show the next reporting date and will be initialed by an USCIS officer followed with S-(3 numbers) or other USCIS ID code.

	requirements		
	I-688B annotated → <b>AND</b> additional USCIS verification/documents as listed above.	Provision of law: 274a.12(c)18	Must not be expired.

e) **Parolee:**

Definition: Parolees are persons who normally would not be admissible to the U.S., but are allowed to enter temporarily for humanitarian, medical, and legal reasons, usually under emergency circumstances. Aliens entering the U.S. as Parolees are given the immigration status of:

- Paroled as a Refugee or Cuban/Haitian Entrant, or
- Humanitarian Parolee (HP), or
- Public Interest Parolee (PIP).

Rule: Parolees are allowed in the U.S. either indefinitely or for a specific period of time. Those allowed in the U.S. for a **specific period** of time are **NOT** eligible for CMS. Only the I-94s issued for an indefinite period with the USCIS status and codes listed below are acceptable verification for CMS.

Parolees, as defined in this section, who have **previously received** CMS benefits and provided CMS with documentation of Parolee status for an indefinite period may have turned in the documentation to USCIS when adjusting their status to LPR. They will remain eligible for CMS if they provide verification of their current pending LPR status and are otherwise eligible. **A copy of the I-94 that verifies Parolee status was granted for an indefinite period must be in the case file before CMS benefits are approved.**

USCIS Parolee Status	USCIS Documents	USCIS Codes/ Section/Notation	Issued For This Period Of Time
Humanitarian	I-94	Section 212(d)(5)	Must state

(HP)		Notation that verifies status.	indefinite.
Public Interest Parolee (PIP)	I-688B annotated→ AND additional USCIS verification/documents as listed above.	Provision of law: 274a.12(c)11	Must not be expired.
Cuban/Haitian Entrant whose status has not been adjusted in accordance with Section 202 of the INA are included in the category.	I-94	Section 212(d)(5)  Notation that verifies status.	Must state indefinite.

f) **Refugees:**

Definition: Refugees are persons who entered the U.S. as a nonimmigrant, or entered without inspections, because of persecution or fear of persecution on account of race, religion, or political opinion. Refugees may convert to LPR status after one year of residence in the U.S.

Rule: Only the USCIS status and documents with the USCIS codes listed below are acceptable verification for CMS.

USCIS Status	USCIS Documents	USCIS Codes/ Section/ Notation	Issued For This Period Of Time
<b>REFUGEE</b> Lawfully Admitted to the	1-94 annotated: →	Admitted as a refugee pursuant to Section 207 of	If no expiration date is annotated, it is

<b>ENTRANT</b> Lawfully Admitted to the U.S. as a conditional entrant before April 1, 1980.		Section 203(a)(7)	annotated on the document.
	1-688B annotated: → AND other USCIS verification/documentation as listed above.	Provision of law: 274a.12(a)4 274a.12(a)3	Must not be expired.
<b>NOTE: Eligible for RCA/RMA eight months from date of entry. Not eligible to CMS during this period as they are entitled to Medi-Cal.</b>			

**g) Registry Alien Status:**

Definition: Aliens who claim to have entered and continuously resided in the U.S. since before January 1, 1972.

Rule: Must be evidenced by a fee receipt and an interview appointment letter from USCIS, which specifically states that an application has been submitted for adjustments of status from illegal alien to lawful admission for permanent resident in accordance with INA Section 249. Only the USCIS status and documents listed below are acceptable verification for CMS.

USCIS Status	USCIS Documents	USCIS Codes/Section/Notation	Issued For This Period Of Time
Registry Alien	USCIS Form G-7-11 (Individual Fee Register Receipt) <b>AND</b> USCIS Form I-468 (Interview Appointment Letter)	USCIS Interview Appointment Letter must specifically state adjustment of status to lawful admission for permanent residence in accordance with INA Section 249.	Good for 1 year from issue date. If more than 1 year old must verify adjustment of status is currently valid.

	I-688B annotated: → <b>AND</b> additional USCIS verification/documents as listed above.	Provision of law: 274a.12(c) (16)	Must not be expired.
<b>NOTE: USCIS uses the above documents for other purposes and status than those listed above. Review and ensure they contain the information exactly as stated above.</b>			

#### h) **Voluntary Departure:**

Definition: Voluntary Departure is a status that entitles an alien to stay in the U.S. for either a specific period or indefinitely. Aliens granted Voluntary Departure for any of the reasons listed below may be eligible to CMS.

1. Aliens granted **Voluntary Departure** by USCIS before deportation proceedings have begun or by an Immigration Judge during deportation proceedings.
2. Aliens waiting issuance of a Visa in accordance with INA Section 212(b) who have been granted **Voluntary Departure** (permission to leave at a later time) until the Visa is ready.
3. Aliens on whose behalf an USCIS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa) has been filed (with their families covered by the petition) **AND** have been granted **Voluntary Departure**.
4. Aliens under the Family Unity Program: Voluntary Departure provides protection from deportation to the spouses and children of amnesty aliens, legalized under IRCA Section 301, who have been granted a temporary **Stay of Deportation**.
5. Aliens granted **Indefinite Voluntary Departure** in lieu of deportation.
6. Aliens granted **Extended Voluntary Departure**



for a specified time due to conditions in their home countries.

Rule: For CMS, all the “Voluntary Departure” and “Stay of Deportations” categories listed above must be granted for a period of one year or more. Persons granted less than one year are not eligible for CMS. Only the USCIS status and documents listed below are acceptable verification for CMS.

<b>USCIS Status</b>	<b>USCIS Documents</b>	<b>USCIS Codes/ Section/Notation</b>	<b>Issued For This Period Of Time</b>
Granted Voluntary Departure	I-94	INA Section 242(b)	Must specify a period of one year or more AND not be expired.
	I-210	Must specifically state the USCIS status as Voluntary Departure.	
	I-668B annotated → <b>AND</b> additional USCIS verification/documents as listed above.	Provision of law: 274a.12(c)12	Must not be expired.
Granted Indefinite Voluntary Departure	I-94	Must specifically state the USCIS status as Indefinite Voluntary Departure.	Indefinite period.
	Letter from USCIS or Order from an USCIS administrative law judge.		
	I-668B annotated → <b>AND</b> additional USCIS verification/documents as listed above.	Provision of law: 274a.12(c)12	Must not be expired.
Granted Extended Voluntary Departure	I-94	Must specifically state the USCIS status as Extended Voluntary Departure.	Must specify a period of one year or more AND not be expired.
	I-210		

	I-688B annotated → <b>AND</b> additional USCIS verification/documents as listed above.	Provision of law: 274a.12(a)11	Must not be expired.
Granted Voluntary Departure or Stay of Deportation under the Family Unity Program.	I-94	Must specifically state the USCIS status as Voluntary Departure OR Stay of Deportation OR Section 301 Family Unity.	Must specify a period of one year or more AND not be expired.
	I-797 Must be issued for Family Unity purposes only.	Must specifically state:  Application/Petition I-817 "Application for Voluntary Departure Under the Family Unity Program: Valid from ____ to ____".	
	I-688 annotated → <b>AND</b> additional USCIS verification/documents as listed above.	Provision of law: 274a.12(a)13	Must not be expired.
<b>NOTE: USCIS uses the above documents for other purposes and status than those listed above. Review and ensure they contain the information exactly as stated.</b>			

i) Other Eligible Alien Categories

As of September 2007, the following additional alien categories have been determined by County Counsel to meet the requirements as an eligible alien qualified to receive CMS:

<b>USCIS Status</b>	<b>USCIS Documents</b>	<b>USCIS Codes/ Section/Notation</b>	<b>Issued For This Period Of Time</b>
Deferred Action status	I-797 Notice of Action reflecting establishment of Prima Facie case under the self petitioning provisions of the Violence Against Women Act	Self-Petitioning Spouse of U.S.C. or L.P.R. under the Violence Against Women Act	180 days from notice date. Expiration date is used on the NOA. Must not be expired.

**F.  
Alien Status  
Verification  
and  
Certification**

The applicant must present their USCIS documents at every initial application, recertification or reapplication. At initial application, the worker views and images the USCIS document into the CMS IT System. At recertification or reapplication, if a copy of the **same** USCIS document is already in the case record, the worker need only view the document, and narrate in the case record what was viewed and the expiration date of the USCIS document.

1) Alien Documentation with Expiration Dates

Aliens with LPR status who have lost or have an expired I-551 card may not be certified for CMS.

An expiration date is printed or stamped on many USCIS documents. There is a possibility that USCIS may have revoked the alien status granted on the expired document. If the expiration date has passed, the document is not valid and cannot be accepted as proof of alien status. If the alien does not provide a valid USCIS document, the worker denies eligibility. If the document is due to expire within the normal six certification period, the worker ends the certification period the month the document expires. In lieu of documents listed above, the applicants may submit a current (dated within 30 days before the application date) statement from USCIS that verifies eligible alien status as defined in Item E of this section.

**NOTE:** USCIS has a Fee Waiver program for applicants who meet certain criteria and/or can demonstrate inability to pay the replacement or renewal fees.

**G.**

SAVE enables the Bureau of Citizenship and Immigration Services

**Systematic  
Alien  
Verification  
for  
Entitlements  
(SAVE)**

(USCIS) to verify an alien's documentation of Satisfactory Immigration Status (SIS) through an automated or manual system.

1) Automated Primary

CMS does **NOT** have access to the primary automated system.

2) Manual Secondary

The worker must use the SAVE manual secondary verification process when there are doubts about the identity, immigration status of the alien, or discrepancies.

Form G-845 is used for the secondary verification. A SAVE verification number is requested on item number 6 of the G-845 form. CMS does not have access to the SAVE automated system, therefore, the number is not available. Item number 6 of the G-845 is to be completed by entering "Not Available--Manual Process." Instructions for SAVE are in MPG Article 7, Section 3-4 E.

---

## **A.4.5**

### **Social Security Numbers**

---

#### **General**

Social Security Number verification requirements for CMS and Medi-Cal are different. Applicants are required to provide their Social Security Number (SSN) before CMS is certified. They are not required to provide proof of or to obtain a SSN card for CMS. However, when applicants present their SSN card, the worker compares the number on the card to the number written on the CMS forms and corrects the case record as needed. When applicants have a Medi-Cal disability determination pending, the worker does not delay granting CMS if the SSN has not been verified.

---

## A.4.6

### Institutional Status

---

**General**

Applicants who meet the Medi-Cal definition of institutional status are not eligible to CMS.

---

## **A.4.7**

### **Responsible Relatives**

<b>General</b>	In determining CMS eligibility, relative responsibility is the same as Medi-Cal.
----------------	--

## Appendix 4A

### USCIS Forms and Documents

#### Listing of USCIS Forms and Documents

Workers are not to use this listing as a sole source of verification of eligible alien status for CMS. Workers must refer to the section listed for specific instructions. If a document is not on this list worker must still check Article A to see if the applicant meets eligible alien categories and documentation requirements listed in Section 4.

USCIS FORM/ DOCUMENT	STATUS	INA SECTION/ ANNOTATION	REFER TO ARTICLE A SECTION 4 ITEM 4:
I-94	Legal Permanent Resident (LPR)	Stamped: Processed for I-551 temporary evidence of lawful admission for permanent residence	E-1
I-94	Conditional Permanent Resident (CPR)	Stamped: Processed for I-551 temporary evidence of lawful admission for permanent residence	E-2
I-94	Asylee	Asylum granted	E-4a
I-94	Deportation	Annotated with words that refer to deportation	E-4b
I-94	Parolee Cuban or Haitian Entrant	212(d)(5) Humanitarian (HP) or Public Interest Parolee (PIP)	E-4e
I-94	Refugee as of April 1, 1980	Section 207	E-4f
I-94	Refugee before April 1, 1980	Section 203(a)(7)	E-4f
I-94	Voluntary Departure	Annotated with words that refer to Voluntary Departure	E-4h
I-94	Voluntary Departure	Section 301 Family Unity	E-4h



I-551	LPR	10 year expiration	E-1
I-551	CPR	2 year expiration	E-2
I-151	LPR		E-1
AR-3/AR-3a	LPR		E-1
I-181a	Pending adjustment of status		E-4c
I-181b	Granted LPR		E-4c
I-210	Voluntary Departure	Annotated with words that refer to Voluntary Departure	E-4h
I-220b	Order of Supervision		E-4d
I-327	LPR		E-1
I-468	Registry Alien	INA Section 249	E-4g
I-571	Refugee Travel Document		E-4f
I-688	Amnesty Alien	210, 210A, 245A	E-3
I-688B	Must be accompanied by other documentation		C
I-688B	Asylee	274a.12(a)(5)	E-4a
I-688B	Deportation	274a.12(a)(10)	E-4b
I-688B	Order of Supervision	274a.12(c)18	E-4d
I-688B	Parolee	274a.12(c)11	E-4e
I-688B	Refugee	274a.12(a)4	E-4f
I-688B	Refugee	274a.12(a)3	E-4f
I-688B	Registry Alien	274a.12(c)(16)	E-4g
I-688B	Voluntary Departure	274a.12(c)12	E-4h
I-688B	Voluntary	274a.12(a)11	E-4h

	Departure		
I-688B	Family Unity	274a.12(a)13	E-4h
I-766	Asylee	A5	E-4a
I-766	Deportation	A10	E-4b
I-797	Family Unity	Annotated with words that refer to Family Unity	E-4h
Foreign Passport	LPR	Stamped as Temporary evidence that verifies having LPR status	E-1
Foreign Passport	CPR	Stamped as Temporary evidence that verifies having CPR status	E-2

MPG Letter #664 (3/09)

---

## Appendix 4B

### Verification of Citizenship

#### Acceptable Verification of Citizenship

Primary Evidence of Citizenship	
<ul style="list-style-type: none"><li>These are documents of the highest reliability and conclusively establish that an individual is a U.S. citizen.</li><li>Applicants or beneficiaries born outside of the U.S. who were not citizens at birth must submit one of these documents.</li></ul> <p><b>Note:</b> When an applicant or beneficiary provides one of these documents separate evidence of identity is NOT required.</p>	
Citizenship Document	Explanation
United States Passport issued without limitation	<p>Issued by the Department of State. An expired U.S. passport may be accepted as evidence of U.S. citizenship, as long as it was originally issued without limitation. A U.S. passport card issued without limitation is equivalent to a passport book.</p> <p><b>Note:</b> Spouses and children were sometimes included on one passport through 1980. The citizenship and identity of the included person can be established when one of these passports is presented.</p>
Certificate of Naturalization (Form N-550 or N-570)	Issued by the Department of Homeland Security (DHS). Prior to 1991 issued by Federal and State Courts.
Certificate of U.S. Citizenship (Form N-560 or N-561)	Issued by DHS to individuals who derive citizenship through a parent.
Second Level Evidence of Citizenship	
<ul style="list-style-type: none"><li>These documents are of high reliability. They are to be used when evidence of highest reliability is not available <u>and</u> the applicant or beneficiary declares birth in the U.S.</li><li>California Department of Health Care Services' (DHCS) electronic verification of birth record information meets the requirement of citizenship documentation. No further citizenship documentation is necessary; however identity will</li></ul>	

still need to be verified. (Refer to Automation Section of MPG SN for instructions on requesting and retrieving birth record data match information)

**Note:** When an applicant or beneficiary provides one of these documents, separate evidence of identity is required.

Citizenship Document	Explanation
<p>U.S. Public Birth Certificate showing birth in:</p> <ul style="list-style-type: none"> <li>• One of the 50 United States;</li> <li>• District of Columbia;</li> <li>• American Samoa;</li> <li>• Swain's Island;</li> <li>• Puerto Rico (DOB on or after 1/13/41);</li> <li>• U.S. Virgin Islands (DOB on or after 1/17/17);</li> <li>• Northern Mariana Islands (DOB after 11/4/86, NMI local time); or</li> <li>• Guam (DOB on or after 4/10/1899).</li> </ul>	<ul style="list-style-type: none"> <li>• The birth record document may be issued by the State, Commonwealth, Territory or local jurisdiction.</li> <li>• It must have been issued before the person was five years of age. A delayed birth record document that is recorded after five years of age is listed under third level evidence of citizenship.</li> </ul> <p>An amended birth record document that is amended after 5 years of age is considered fourth level of evidence of citizenship.</p> <p><b>Note:</b> If the document shows the individual was born in Puerto Rico, Guam, the Virgin Islands of the U.S., or the Northern Mariana Islands before these areas became part of the U.S., the individual may be a Collectively Naturalized citizen. Collective Naturalization occurred on the dates listed for each of the Territories. See Attachment A for additional requirements for Collective Naturalization.</p>
<p>Certification of Report of Birth (DS-1350)</p>	<p>Issued by the Department of State to U.S. citizens in the U.S. who were born outside the U.S. and acquired U.S. citizenship at birth, based on information shown on a Consular Report of Birth Abroad of a Citizen of the United States (FS-240).</p> <p>When the birth was recorded on an FS 240, certified copies of the DS-1350 can be issued by the Department of State in Washington D.C. The DS-</p>

	1350 contains the same information as that on the FS-240. The DS-1350 is not issued outside the U.S.
Certification of Birth Abroad (FS-545)	Prior to November 1, 1990, Department of State consulates also issued Form FS-545 along with the prior version of the FS-240. In 1990, U.S. consulates ceased to issue Form FS-545. Treat an FS-545 the same as the DS-1350.
Consular Report of Birth Abroad of a Citizen of the United States (FS-240)	Issued by the Department of State consular office. A consular Report of Birth can be prepared only at an American consular office overseas while the child is under the age of 18. Children born outside the U.S. to U.S. military personnel usually have one of these.
U.S. Citizen I.D. Card (I-197 or I-179)  <b>Note:</b> Section 1903(x) of the Act incorrectly refers to the same document as an I-97.	INS issued the I-179 from 1960 until 1973 when it revised the form and renumbered it as Form I-197. INS issued the I-197 from 1973 until April 7, 1983. INS issued Form I-179 and I-197 to naturalized U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings. Although neither form is currently issued, either form that was previously issued is still valid.
American Indian Card (I-872)	Issued by DHS to identify a member of the Texas Band of Kickapoos living near the U.S./Mexican border. The classification code "KIC" and a statement on the back denote U.S. citizenship.
Northern Mariana Card (I-873)	Issued by INS to a Collectively Naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986. The card is no longer issued; those previously issued are still valid.
Final Adoption Decree	The adoption decree must show the child's name and U.S. place of birth. In situations where an adoption is not finalized <b>and</b> the State in which the child was born will not release a birth

	certificate prior to final adoption, a statement from a State approved adoption agency that shows the child's name and U.S. place of birth is acceptable. The adoption agency must state in the certification that the source of the place of birth information is an original birth certificate.
Evidence of Civil Service Employment by the U.S. Government	The document must show employment by the U.S. government before June 1, 1976. Individuals employed by the U.S. Civil Service prior to June 1, 1976 were required to be U.S. citizens.
U.S. Military Record	The document must show date of birth and a U.S. place of birth (for example a DD-214).
SAVE Verification	<p>Verification of citizenship through the Systematic Alien Verification for Entitlements (SAVE) system is acceptable evidence for naturalized citizenship. CMS workers are not required to generate a request for SAVE to verify an alien's documentation of naturalized citizenship because CMS workers do <b>NOT</b> have access to the SAVE automated system initiated through Cal WIN. CMS is not a program supported by Cal WIN.</p> <p><b>Note:</b> If a worker is processing a CMS/Medi-Cal combo case, the worker may generate a SAVE to verify the current status of immigrants who claim to be U.S. citizen if they have an A-number. The documentation of SAVE requested for the Medi-Cal case can be used for CMS to meet the verification requirement for naturalized citizenship.</p>
<p>Proof of Adoption Under the Child Citizenship Act of 2000* (effective February 27, 2001)</p> <p>* Section 101(b) of the Immigration and Nationality Act (8 U.S.C.</p>	<p>Verification that an adopted child meets the requirements for establishing citizenship under the Child Citizenship Act is acceptable evidence of citizenship. To establish citizenship in this way requires evidence that <b>all</b> of the following conditions have been met on or after February 27, 2001:</p> <ul style="list-style-type: none"> <li>• at least one parent of the child is a</li> </ul>

1101(b)(1) pertaining to international adoptions (admission for lawful permanent residence as IR-3 (child adopted outside the U.S.) or as IR-4 (child coming to the U.S. to be adopted)).	<p>U.S. citizen</p> <ul style="list-style-type: none"> <li>• the child is under 18;</li> <li>• the child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent;</li> <li>• the child was admitted to the U.S. for lawful permanent residence; and,</li> <li>• if adopted, the child satisfies the specified Immigration and Nationality Act (INA) requirements pertaining to international adoptions.</li> </ul>
---	---

### Third Level Evidence of Citizenship

- These documents are of lesser reliability.
- They are to be used when evidence of highest reliability is not available and the applicant or beneficiary declares birth in the U.S.

**Note:** When an applicant or beneficiary provides one of these documents separate evidence of identity is required.

Citizenship Document	Explanation
Extract of a Hospital Record on Hospital Letterhead Established at the Time of Birth	<ul style="list-style-type: none"> <li>• Must have been created five years before the initial application date and indicate a U.S. place of birth.</li> <li>• Must be on hospital letterhead, signed, and reference hospital medical records.</li> </ul> <p>Souvenir birth certificates issued by a hospital are <u>not</u> acceptable.</p>
Life, Health, or Other Insurance Record	<p>Document must:</p> <ul style="list-style-type: none"> <li>• Indicate a U.S. place of birth; and</li> <li>• Have been created at least five years before the initial application date (or near the time of birth if under 16).</li> </ul> <p>Life or health insurance records may show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth.</p>
Religious Records (e.g. Certificate of Baptism)	<p>To be acceptable as evidence of citizenship, religious records must:</p> <ul style="list-style-type: none"> <li>• be recorded in the U.S. within 3 months of birth;</li> </ul>

	<ul style="list-style-type: none"> <li>• show that the birth occurred in the U.S.;</li> <li>• show either the date of birth, or the individual's age at the time the record was made; and</li> <li>• be an official record with the religious organization.</li> </ul> <p>In questionable cases (e.g., where the record was recorded near a U.S. international border and the child may have been born outside the U.S.), the county must either verify the religious record or document that the mother was in the U.S. at the time of the child's birth.</p>
Early school records	<p>Must include <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>• child's name;</li> <li>• date of admission to the school;</li> <li>• date of birth;</li> <li>• a U.S. place of birth; and,</li> <li>• name(s) and place(s) of birth of the child's parent(s).</li> </ul>
<p style="text-align: center;"><b>Fourth Level Evidence of Citizenship</b></p> <ul style="list-style-type: none"> <li>• These documents are of the least reliability.</li> <li>• They are to be used when first, second, and third level evidence of citizenship is not available <u>and</u> the applicant or beneficiary declares birth in the U.S.</li> </ul> <p><b>Note:</b> When an applicant or beneficiary provides one of these documents separate evidence of identity is required.</p>	
<b>Citizenship Document</b>	<b>Explanation</b>
Federal or State Census Record	<p>Must include <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>• Age; and,</li> <li>• U.S. citizenship or a U.S. place of birth.</li> </ul> <p><b>Note:</b> Census records from 1900 through 1950 contain certain citizenship information. To secure this information, the applicant/beneficiary will need to complete an Application for Search of Census Records for Proof of Age (Form BC-600). Add in the remarks portion "U.S. citizenship data</p>



	requested.” Also, add that the purpose is for Medicaid eligibility. This form requires a fee.
<p>Seneca Nation of Indians Tribal Census Record*</p> <p>Bureau of Indian Affairs tribal census records of the Navajo Nation*</p> <p>Bureau of Indian Affairs Roll of Alaska Natives*</p> <p>U.S. State Vital Statistics Official Notification of Birth Registration</p> <p>Delayed U.S. public birth record**</p> <p>Statement Signed by Physician or Midwife in Attendance at time of birth*</p>	<p>All documents must:</p> <ul style="list-style-type: none"> <li>• Indicate a U.S. place of birth; and,</li> <li>• Have been created at least five years before the application for Medi-Cal.</li> </ul> <p>** Delayed U.S. public birth record must have been recorded more than five years after the person’s birth.</p>
Institutional Admission Papers from a Nursing Facility, Skilled Care Facility, or Other Institution	Admission papers generally show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth and was created at least five years before the initial date of application.
Medical (clinic, doctor, or hospital) Record	<p>Medical records generally show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth.</p> <p>Immunization records are <b>not</b> considered medical records for purposes of establishing U.S. citizenship.</p>
Written Affidavit	Affidavits may be used by U.S. born citizens and naturalized U.S. citizens in circumstances where no other

	<p>acceptable documentary evidence of citizenship is available. In order for an affidavit to be acceptable to establish citizenship the following requirements must be met:</p> <ul style="list-style-type: none"> <li>• No other evidence of citizenship can be obtained by the applicant or beneficiary.</li> <li>• The affidavit(s) must be signed under penalty of perjury by at least two individuals who have personal knowledge of the event(s) establishing the applicant's or beneficiary's claim of citizenship. Affidavits need not be notarized.</li> <li>• At least one of the individuals providing an affidavit must not be related to the applicant or beneficiary who is the subject of the affidavit.</li> <li>• The individuals making the affidavit must provide proof of their own citizenship and identity, i.e., must themselves be U.S. citizens/nationals.</li> <li>• If the affidavits do not explain why other evidence is unavailable, an additional affidavit should be requested from the applicant or beneficiary which includes that information.</li> <li>• The applicant/beneficiary whose citizenship is addressed in the affidavit must provide acceptable evidence of identity.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• Affidavits of citizenship may be used for naturalized citizens.</li> <li>• Affidavits of citizenship do not need to be notarized.</li> <li>• Affidavits may NOT be used for both citizenship and identity.</li> </ul>
--	---

## Appendix 4C

### Verification of Identity

#### Acceptable Verification of Identity

Identity Document	Explanation
Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document	Acceptable if the document carries a photograph of the individual or has other personal identifying information relating to the individual such as age, weight, height, race sex and eye color.
Identity documents described in 8 CFR 274a.2(b)(1)(v)(B)(1) of the Immigration and Nationality Act	<ul style="list-style-type: none"><li>• Driver's license issued by State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color</li><li>• School identification card with a photograph of the individual</li><li>• U.S. military identification card or draft record</li><li>• Identification card issued by the Federal, State, or local Government with the same identifying information included on a driver's license</li><li>• U.S. Military dependent's identification card with a photograph of the individual</li><li>• Native American Tribal document</li><li>• U.S. Coast Guard Merchant Mariner Card with a photograph or other identifying information of the individual</li></ul> <p>Expired identity documents are acceptable for proof of identity.</p> <p><b>Exception:</b> Do NOT accept a voter's registration card or Canadian driver's license as listed in 8 CFR 274a.2(b)(1)(v)(B)(1).</p>
Three or more corroborating identity documents	Identity may be established based on three or more corroborating documents that, taken together, reasonably corroborate the identity of an individual (if there is no other evidence of identity available), provided the documents were not used to establish citizenship and the

	<p>individual provided second or third level evidence of citizenship. These documents must at a minimum include the individual's name (and any other identifying information) and must contain consistent identifying information. Acceptable documents that could be used to establish identity in this way include:</p> <ul style="list-style-type: none"> <li>• Marriage Licenses</li> <li>• Divorce decrees</li> <li>• High School Diplomas (including general education and high school equivalency diplomas)</li> <li>• Employer ID Cards</li> <li>• Property Deeds and Titles</li> </ul>
U.S. passport issued with limitation	Passports with limitations may be used as proof of identity. Such a passport does not have to be currently valid to be acceptable evidence of identity.
Affidavit of identity for disabled individuals in institutional care facilities	Must be signed under penalty of perjury by a residential care facility director or administrator on behalf of an institutionalized individual in the facility on behalf of the institutionalized individual in the facility but does not need to be notarized.

Note: Identity documents that have recently expired are acceptable as long as there is no reason to believe the document does not match the individual.

## Appendix 4D

### U.S. Citizenship for Collectively Naturalized Individuals

---

**Acceptable  
Evidence of  
Citizenship  
and  
Identification**

Some individuals are “collectively naturalized” based on when and where they were born. Persons who provide acceptable evidence of citizenship and identity that meets the criteria below for collective naturalization are U.S. citizens. The following will establish U.S. citizenship for collectively naturalized individuals:

<b>Country of Origin</b>	<b>Citizenship Documentation</b>
<b>Puerto Rico</b>	<ul style="list-style-type: none"><li>• Evidence of birth in Puerto Rico on or after April 11, 1899 and the individual’s statement indicating that he/she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; OR</li><li>• Evidence that the individual was a Puerto Rican citizen and the individual’s statement indicating that he/she was residing in Puerto Rico on March 1, 1917 and he/she did not take an oath of allegiance to Spain.</li></ul>
<b>U.S. Virgin Islands</b> (St. John, St. Croix, and St. Thomas)	<ul style="list-style-type: none"><li>• Evidence of birth in the U.S. Virgin Islands and the individual’s statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927; OR</li><li>• The individual’s statement indicating residence in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and he/she did not make a declaration to maintain Danish citizenship; OR</li><li>• Evidence of birth in the U.S. Virgin Islands and the individual’s statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.</li></ul>
<b>Northern Mariana Islands (NMI)</b> [Formerly part of the Trust Territory of the Pacific Islands]	<ul style="list-style-type: none"><li>• Evidence of birth in the NMI, TTPI citizenship, residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time), and the individual’s statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);</li></ul>

<p>(TTPI)]</p> <p><b>Note:</b> If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.</p>	<p>OR</p> <ul style="list-style-type: none"> <li>• Evidence of TTPI citizenship, continuous residence in the NMI since November 3, 1981 (NMI local time), voter registration prior to January 1, 1975, and the individual's statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); OR</li> <li>• Evidence of continuous domicile in the NMI since before January 1, 1974 and the individual's statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time).</li> </ul>
<p><b>Guam</b></p>	<p>Must show evidence of birth in Guam on or after April 10, 1899.</p>